

FORM - F

INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached as your petition, or you may submit your own petition if it is identical to the form provided by the Lieutenant Governor's Office. In either case, all forms must be typed. Forms can be xeroxed.

SUBMIT THE FOLLOWING FOR A CHANGE OF NAME:

- 1) The **PETITION**, one (1) original only, within 30 days of the notarized signature. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files. (Original will NOT be returned).
- 2) The **NOTICE OF CHANGE OF NAME**, one (1) original only.
- 3) The **ORDER**, one (1) original, plus five (5) copies.
- 4) A **certified copy** of your original birth certificate not older than 90 days prior to submission, original Naturalization Certificate or alien registration card.
- 5) One (1) **FACT SHEET**.
- 6) Copy of a prior name change decree, adoption decree, guardianship documents, marriage certificate, divorce decree, death certificate, **and/or** paternity documents when applicable.
- 7) **Filing fee**. Money order or check made payable to the "Office of the Lieutenant Governor" in the amount of \$100.00. Cash is accepted when you hand carry your documents.
- 8) Notarized Consent of non-petitioning parent for Forms E and F ONLY.

A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.

The first thing you must do in order to legally change your name is to type in the information requested in the **PETITION**. Make sure that you fill in all the information requested. Detailed instructions are provided as follows:

- (1) This is the official heading. Type in your **full, legal name** of the parent filing the Petition. Type the child's full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after "for and on behalf of."
- (2) Type the full, legal name of the parent filing the Petition.

- (3) Type “his” or “her” depending on who is filing the Petition.
- (4) Type in all the information requested by the Petitioner. Type Petitioner’s father’s full name and mother’s first name and maiden name.
- (5) Type Petitioner’s name that appear on the birth certificate or certificate of naturalization.
- (6) Type all other names Petitioner has used or is using.
- (7) Type the full, legal name of non-petitioning parent and their residence address.
- (8) Type in Petitioner’s current State of residence. For those locations where there are no street addresses, P.O. Boxes are allowed but please describe the general location of residence.
- (9) Type in the names of Petitioner’s minor children even if their names are not being changed.
- (10) Check the appropriate response. If Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea, if there was a pardon, by whom the pardon was granted.
- (11) Type the new name exactly as you want it spelled.
- (12) Type the full, legal name of Petitioner and each minor child and then the new name exactly as you want it spelled.
- (13) Type the date, either at the time you have it notarized or before you have it notarized. If you date it after the date it is notarized, it will not be processed. Type in the city.
- (14) Sign the petition in your full, legal name exactly as it is typed in the heading. Do not use initials or nicknames in the signature. Type the County followed by Petitioner’s full, legal name.
- (15) Sign the petition in black ink in front of the notary. Do not use initials or nicknames, sign your full, legal name. The notary will complete his/her portion of this page.

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

- 1) **NOTICE OF CHANGE OF NAME.** At the upper left hand corner, type your name and address in the space provided. Type Petitioner’s legal name in the heading exactly as you did on the Petition. Type the child’s full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after “for and on behalf of”. Type Petitioner’s full, legal name in the next two blanks followed by the full, legal name of the minor child and then the name as you wish it changed to. Type the name of the newspaper which will publish the name change.

Submit one (1) original of NOTICE OF CHANGE OF NAME, copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper and an affidavit executed within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The petitioner must make sure the newspaper will mail the AFFIDAVIT of publication to our office within sixty (60) days of publishing and a copy of the AFFIDAVIT to you for your files. If we do not receive an AFFIDAVIT from the newspaper at the end of sixty (60) days, we will assume that you did not have the change of name published and your Petition will be voided. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

- 2) **ORDER.** Type in petitioners name, address and phone number in the space below “After Recordation”. Type in petitioners full, legal name, one on each line after “In the Matter of the Petition of”. Type the child’s full, legal name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after “for and on behalf of”. Type the petitioner’s and child’s full, legal name exactly as it appears in the heading, and then the name you want it to be changed to. We will fill in the dates of publication. Submit one (1) original and five (5) copies of the **ORDER** to our office along with the **PETITION**.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER (See H.R.S. 574-6b).

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. **IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.**

Mail the documents to:

Office of the Lieutenant Governor
P.O. Box 3226
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor
State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

For additional information, call 586-0255.

REMINDER/CHECK OFF LIST

REMINDERS

- _____ The name of the Lieutenant Governor is James R. Aiona, Jr.
- _____ Petitions with liquid paper corrections must be initialed by the notary.
- _____ Xerox at least (2) copies of the notarized copy of the petition (please retain these copies for your files).
- _____ Signature in FULL (first, middle & last names). DID YOU SIGN YOUR NAME ON BOTH (2) SIGNATURE LINES BEFORE A NOTARY?

CHECK OFF LIST

Please be sure that the following items are included when submitting the name change documents to the Lieutenant Governor's Office.

- _____ **Birth Certificate**(original, certified, not older than 90 days prior to submission) original Naturalization Certificate or Alien Registration Card. (Foreign birth certificates must be translated into English).
- _____ **Petition**(original) that has been notarized no longer than 30 days prior to submission. Make two (2) copies of petition after it has been notarized. Retain a copy for your files.
- _____ **Fact Sheet.**
- _____ **Orders** (original plus five (5) copies).
- _____ **Notice of Change of Name.**
- _____ **Filing fee.** Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$100.00. Cash is accepted when you hand carry your documents.
- _____ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (Xeroxed copies acceptable).
- _____ Notarized consent form, if applicable for FORMS E and F only.
- _____ Submit a self-addressed legal size envelope of 32¢ and a self-addressed envelope of \$1.01.

NOTE:

In order to prevent these documents from being sent back to you for corrections, please proof-read and check the documents for accuracy before you send it to our office.

FACT SHEET

(INFORMATION REGARDING THE MOTHER OF MINOR CHILD)

Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

2. What is the name on your Certificate of Naturalization? What is the No? Dated

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

<u>Married to</u>	<u>Date of Marriage</u>	<u>Place of Marriage</u>
-------------------	-------------------------	--------------------------

<u>Divorced From</u>	<u>Date of Divorce</u>	<u>Place of Divorce</u>
----------------------	------------------------	-------------------------

6. List the names, date and place of birth of all your living children:

<u>Name</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
-------------	----------------------	-----------------------

7. What is the reason for legalizing this name change?

8. I was born in the State of Hawaii, and wish to have the name on my birth certificate amended in the following way:

First Name

Middle Name

Last Name

LAND COURT	REGULAR SYSTEM
AFTER RECORDATION, RETURN BY MAIL ()	PICKUP ():

STATE OF HAWAII

For Change of Names

ORDER

ORDER

The Notice of Change of Names of _____,
_____, and _____ having
been published on _____ in a newspaper of general circulation in the State of Hawaii, I,
James R. Aiona, Jr., Lieutenant Governor of the State of Hawaii, by virtue of the authority vested in me by
law and thereunto enabling, do hereby order that the names of _____
_____, _____,
shall be changed to _____,
_____ and _____
effective _____.

Dated: Honolulu, Hawaii: _____

JAMES R. AIONA, JR.
Lieutenant Governor of the State of Hawaii

shall be changed to _____,

_____ and _____

upon a single publication in the _____, a newspaper of general circulation in the State
(name of newspaper)

of Hawaii, published at _____, Hawaii.

DATED: Honolulu, Hawaii _____

JAMES R. AIONA, JR.
Lieutenant Governor of the State of Hawaii

IN THE OFFICE OF THE LIEUTENANT GOVERNOR
OF THE STATE OF HAWAII

(1) In the Matter of the Petition)
)
 of)
)
 _____)
 for and on behalf of)
 and on behalf of)
)
 _____,)
)
 _____)
 minor children)
)
 For Change of Name)

PETITION

TO THE HONORABLE JAMES R. AIONA, JR., LIEUTENANT GOVERNOR OF THE
STATE OF HAWAII:

- (2) COMES NOW _____ your Petitioner herein,
- (3) and respectfully prays that an order be entered herein changing _____ name and the names of
the minor(s) named above, and in support thereof represents as follows:

I.

- (4) That your Petitioner is _____;
- date of birth is _____;
(petitioner)
- place of birth is _____;
(petitioner)
- father's name is _____;
(petitioner) (Name as shown on birth certificate)
- mother's maiden name is _____;
(First) (Middle) (Surname)

II.

- (5) That the name on your Petitioner's birth certificate and or certificate of naturalization is

_____.

III.

- (6) That other names Petitioner is using or has used are as follows:

_____.

IV.

- (7) That the father or mother of the minor(s) is _____
who resides at _____; and who has signed notarized
consent to change of name of the minor which consent is attached.

V.

- (8) That your Petitioner is a resident of the State of _____, and present
address is _____.

VI.

- (9) That your Petitioner is the parent of the following minor children:

Name on Birth Certificate

Date of Birth

Place of Birth

VII.

- (10) That your Petitioner:

_____ has not been convicted of a felony.

_____ has been convicted of a felony.

Felony

Date of Conviction

Disposition

If Petitioner has been convicted of a felony, respond to the following questions:

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a delayed acceptance of a guilty plea.
6. Fully explain if there was a pardon, by whom the pardon was granted.

VII.

That this Petition is not filed for the purpose of avoiding payment of debts to creditors; your Petitioner has been and is a good law-abiding citizen and your Petitioner states that this Petition for Change of Name is not for wrong or fraudulent purposes.

XI.

(11) That your Petitioner is now requesting a Change of Name to _____ and that the name(s) of Petitioner's minor(s) also be changed to _____ and _____.

(12) WHEREFORE, your Petitioner prays that an order be entered herein changing Petitioner's name and those of the minor(s) listed herein from

to _____; and from _____

to _____; and from _____

to _____.

(13) DATED: _____, Hawaii.

(14)

Petitioner (Sign name in full)

STATE OF HAWAII

)

)

COUNTY OF _____

)

SS.

(Honolulu, Hawaii, Maui, Kauai)

_____, being first duly sworn on oath depose
and says:

That Petitioner is the person named herein, that Petitioner has read the foregoing Petition, knows the contents thereof, and that the same is true to the best of Petitioner's knowledge.

(15)

Petitioner (Sign name in full)

Subscribed and sworn to before me

this _____ day of _____ 20____

Notary Public, State of Hawaii

My Commission expires: _____

The following is to be signed by the minor (over the age of ten) and returned with the Petition for change of name.

CONSENT TO CHANGE OF NAME

I, _____, whose parent
(Petitioner) is _____
presently residing at _____, do hereby consent to
having my name changed from _____ to
_____.

DATED: _____

Signature of Minor

Signature of Petitioner

The following is to be filled out and signed before a notary by the non-petitioning parent of the minor child, and filed with the Petition for Change of Name.

CONSENT TO CHANGE OF NAME

I, _____, parent of
_____, residing at
_____, do hereby consent to having the
name of my minor child changed from _____
to _____.

DATED: _____

Parent

State of _____)
County of _____) SS.

On this _____, day of _____ before me personally appeared
_____ known to me to be the person described
and who executed the foregoing instrument and acknowledged that the same was executed as their free
act and deed.

Notary Public, State of Hawaii

My commission expires:

